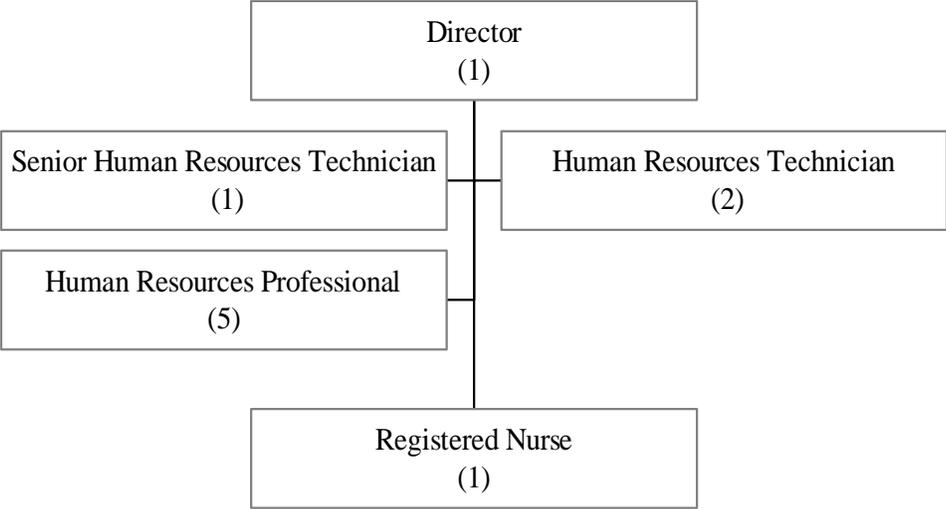




Human Resources and Occupational Health





Human Resources. Provides a full range of human resource services for internal and external customers. Services include recruitment and placement, compensation, benefits management, human resources information system development and maintenance, employee relations, employee and management counseling, training and employee development.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	9	9	9	9	9
Total FTE Positions	9	9	9	9	9
Salaries	\$383,915	\$399,541	\$399,541	\$407,946	\$415,920
Employee Benefits	132,777	140,565	140,565	117,186	118,987
Contractual Services					
Maintenance and Repair	0	75	75	100	100
Medical	(2,495)	0	0	0	0
Printing and Binding Services	1,006	0	0	0	0
Advertising and Public Relations Services	1,501	1,000	1,000	0	0
Miscellaneous Contractual Services	23,440	37,596	38,336	6,300	6,300
Internal Services					
Copier Services	1,047	1,120	1,120	0	0
Other Charges					
Supplies and Materials	13,674	12,150	16,610	11,725	11,725
Travel and Training	11,646	6,872	6,872	3,363	3,363
Telecommunications	1,470	1,542	1,542	1,500	1,500
Postage and Mailing	2,930	3,200	3,200	3,000	3,000
Dues & Memberships	1,933	893	893	800	800
Other - Special Events	17,431	1,200	61	0	0
Rentals and Leases	3,696	3,786	6,786	3,000	3,000
Capital Outlay	1,270	500	0	0	0
TOTAL	\$595,241	\$610,040	\$616,601	\$554,920	\$564,695



Human Resources Budget Description

The Proposed FY 2004 Human Resources budget of \$554,920 represents a 9.04% decrease of \$55,120 as compared to the Adopted FY 2003 budget \$610,040.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$62,351 reallocated to Non-Departmental
- ◆ \$3,000 reduction in lease expenses
- ◆ \$1,120 in copier expenses reallocated of to Procurement Division.
- ◆ \$10,408 increase in Salaries and Benefits due to restructuring of five positions.
- ◆ \$4,644 increase in Benefits reflecting rising health and dental insurance costs.
- ◆ \$700 increase in order to purchase a fax machine rather than continuing existing lease agreement.

The department requested \$559,195.

Major items requested not proposed for funding include:

- ◆ \$175 reduction in Mechanical Maintenance based on prior spending.
- ◆ \$900 reduction in Office Supplies based on prior spending.
- ◆ \$3,200 reduction in Training & Conference based on prior spending.

The Proposed FY 2004 Human Resources budget was adopted with the following changes:

- ◆ \$9,775 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Human Resources Occupational Health. Provides onsite medical services to employees. The services include the initial assessment and treatment of work injuries, pre-employment and periodic physical exams, pre-employment and random drug and alcohol screening, treatment of minor personal illnesses, follow-up treatment and vaccinations. The program links medical care with the City's benefit and safety programs to help manage costs and provide effective services to employees.

BUDGET SUMMARY

Table with 6 columns: Position Summary, Actual FY 2002, Adopted FY 2003, Amended FY 2003, Manager's Proposed FY 2004, Adopted FY 2004. Rows include City Funded Positions, Total FTE Positions, Salaries, Employee Benefits, Contractual Services, and Other Charges.

Budget Description

The Proposed FY 2004 Human Resources Occupational Health budget of \$124,542 represents a 9.72% decrease of \$13,403 as compared to the Adopted FY 2003 budget \$137,945.

Significant changes introduced in the Requested FY 2004 budget include:

- \$10,580 decrease in Contractual Services based on past spending.
\$400 decrease in Dues & Memberships achieved through reducing membership to only one employee.
\$50 decrease in Supplies & Materials due to non-recurring equipment purchase in FY 2003.

The department requested \$124,842.

Major items requested not proposed for funding include:

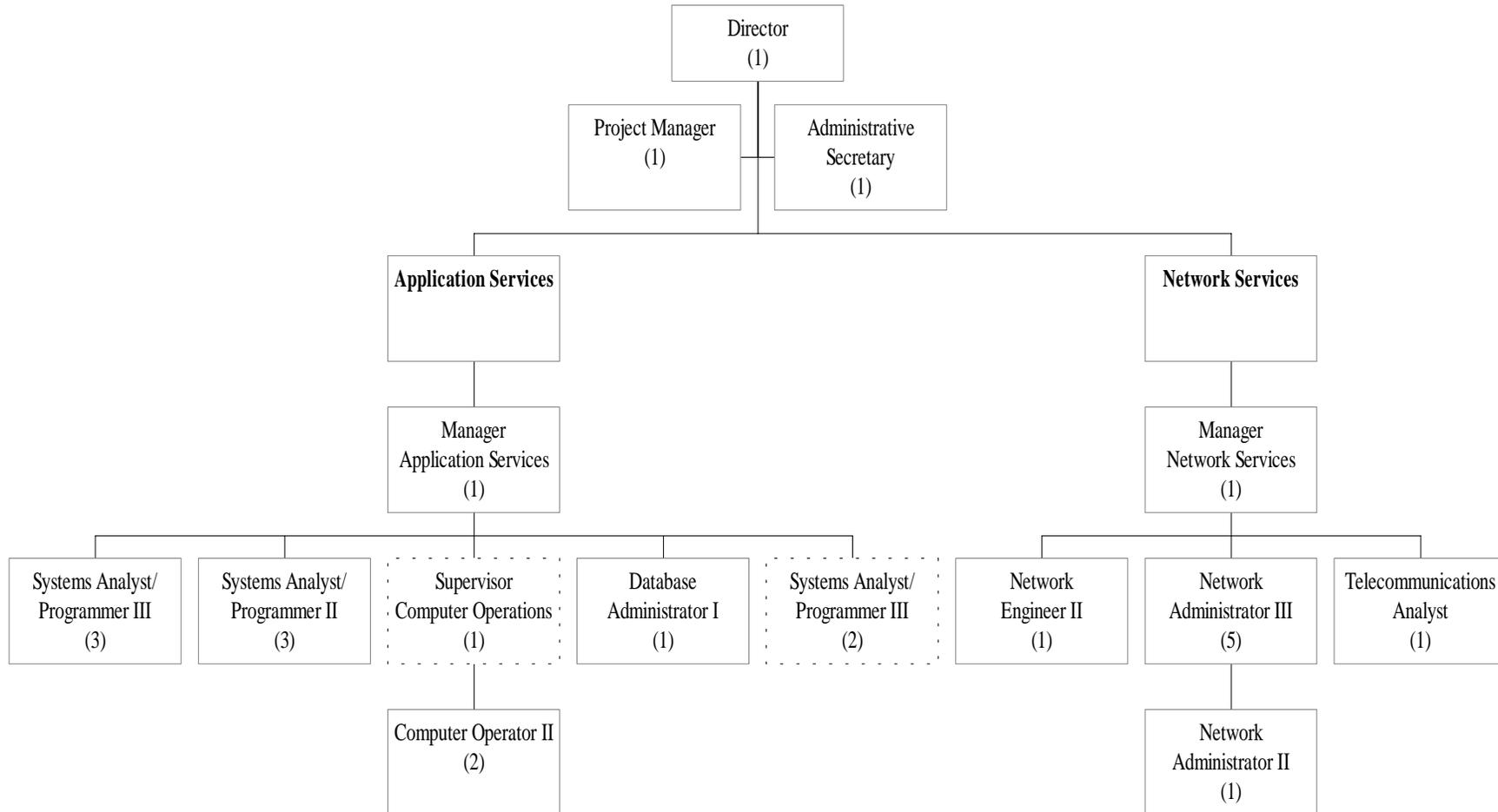
- \$100 reduction for food services.
\$200 reduction in Mileage Reimbursement based on prior spending.

The Proposed FY 2004 Human Resources Occupational Health budget was adopted with the following changes:

- \$1,308 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Information Technology





Information Technology. Comprised of three operating divisions (Administration, Application Services, and Network Services) and two sub-departments (Personal Computer Replacement and I. T. Projects).

DEPARTMENT BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	22	23	23	23	25
Total FTE Positions	22	23	23	23	25
Salaries	\$1,065,905	\$1,177,736	\$1,177,736	\$1,168,030	\$1,266,800
Employee Benefits	304,600	321,752	321,752	331,997	360,337
Contractual Services					
Maintenance and Repair	36,673	72,682	86,442	261,191	261,191
Professional Services	49,060	25,000	0	5,000	5,000
Advertising and Public Relations Services	840	500	500	900	900
Miscellaneous Contractual Services	150,910	206,900	255,393	168,200	168,200
Internal Services					
Copier Services	529	150	150	0	0
Fleet Services	1,139	956	956	988	988
Other Charges					
Supplies and Materials	25,933	44,800	295,653	309,275	309,275
Travel and Training	40,100	58,500	58,550	57,150	57,150
Telecommunications	42,607	71,210	71,210	78,313	78,313
Postage and Mailing	202	850	850	575	575
Dues & Memberships	0	500	500	1,650	1,650
Rentals and Leases	0	0	2,400	2,400	2,400
Buildings	0	0	0	0	0
Capital Outlay	202,129	243,000	0	0	0
TOTAL	\$1,920,627	\$2,224,536	\$2,272,092	\$2,385,669	\$2,512,779
Less Revenues from Schools Fund	(\$85,152)	(\$85,152)	(\$85,152)	(\$86,082)	(\$86,082)
Less Revenues from Water Fund	0	0	0	(73,167)	(73,167)
Less Revenues from Sewer Fund	0	0	0	(73,167)	(73,167)
TOTAL CITY COST	\$1,835,475	\$2,139,384	\$2,186,940	\$2,153,253	\$2,280,363



Information Technology – Administration Division. Provides management and administration for the department, project management, and coordination with external groups to advance the partnership with Ntelos in the business community.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	2	3	3	3	3
Total FTE Positions	2	3	3	3	3
Salaries	\$118,096	\$177,525	\$177,525	\$176,540	\$180,071
Employee Benefits	32,591	48,070	48,070	48,465	49,273
Contractual Services					
Maintenance and Repair	369	0	0	0	0
Professional Services	27,935	20,000	0	5,000	5,000
Miscellaneous Contractual Services	336	500	48,993	500	500
Internal Services					
Copier Services	0	50	50	0	0
Other Charges					
Supplies and Materials	2,103	4,300	1,900	1,525	1,525
Travel and Training	5,013	10,000	10,000	8,400	8,400
Telecommunications	423	240	240	250	250
Postage and Mailing	10	150	150	200	200
Dues & Memberships	0	0	0	550	550
Rentals and Leases	0	0	2,400	2,400	2,400
TOTAL	\$186,876	\$260,835	\$289,328	\$243,830	\$248,169

Budget Description

The Proposed FY 2004 Information Technology – Administration Division budget of \$243,830 represents a 6.52% decrease of \$17,005 as compared to the Adopted FY 2003 budget of \$260,835.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$14,000 net reduction in contract services and other incidentals.

The department requested \$246,680.

Major items requested not proposed for funding include:

- ◆ \$750 for employee recognition and awards.
- ◆ \$300 reduction in Minor Equipment based on estimated cost of PDAs.
- ◆ \$1,000 in Mileage Reimbursement based on prior year spending.
- ◆ \$600 in Meals & Lodging based on prior year spending.
- ◆ \$200 reduction for cell phones based on prior year spending.

The Proposed FY 2004 Information Technology – Administration Division budget was adopted with the following changes:

- ◆ \$4,339 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Information Technology – Application Services Division. Provides business process and technical services to the users of the City's computer systems. Services include operational support, system specification and procurement, system management, system customization, programming, training, troubleshooting, and consulting.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	12	12	12	13	13
Total FTE Positions	12	12	12	13	13
Salaries	\$539,514	\$568,837	\$567,835	\$560,306	\$607,923
Employee Benefits	155,878	157,699	158,701	162,991	176,763
Contractual Services					
Maintenance and Repair	35,000	45,682	152,082	136,191	136,191
Advertising and Public Relations Services	840	500	500	500	500
Miscellaneous Contractual Services	39,507	106,400	200	40,600	40,600
Internal Services					
Copier Services	529	100	100	0	0
Other Charges					
Supplies and Materials	16,660	21,700	21,500	22,250	22,250
Travel and Training	9,973	18,000	18,000	18,250	18,250
Telecommunications	6,985	1,020	1,020	1,049	1,049
Postage and Mailing	102	200	200	150	150
Capital Outlay	8,651	0	0	0	0
TOTAL	\$813,639	\$920,138	\$920,138	\$942,287	\$1,003,676
Less Revenues from Water Fund	*	*	*	(\$73,167)	(\$73,167)
Less Revenues from Sewer Fund	*	*	*	(\$73,167)	(\$73,167)
TOTAL CITY COST	\$813,639	\$920,138	\$920,138	\$795,953	\$857,342

* Revenue is a transfer from Enterprise Funds to the General Fund. Amounts transferred in prior years unknown.



Information Technology – Application Services Division Budget Description

The Proposed FY 2004 Information Technology – Application Services Division budget of \$942,287 represents a 2.35% increase of \$22,149 as compared to the Adopted FY 2003 budget of \$920,138.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ Increase in support fees charged by New World System.
- ◆ Increase in support fees charged by IBM.
- ◆ Inclusion of fees to support new products requested by customers.
- ◆ Reduction in Salaries resulting from retirement of long-term employees.

The department requested \$975,477.

Major items requested not proposed for funding include:

- ◆ \$24,000 for New World System module supporting “Net to Gov” based on project’s key stakeholders’ prioritization.
- ◆ \$1,200 reduction in Office Supplies based on prior year spending.
- ◆ \$1,740 for new desks and chairs.
- ◆ \$250 in Mileage Reimbursement based on prior year spending.
- ◆ \$6,000 in Training based on prior year spending.

The Proposed FY 2004 Information Technology – Application Services Division budget was adopted with the following changes:

- ◆ \$13,633 increase in Salaries and Benefits reflecting a two percent general salary increase.
- ◆ \$47,750 increase in Salaries and Benefits reflecting the re-assignment of a Systems Analyst Programmer II position from the Fire Department to the Information Technology – Application Services Division.



Information Technology – Network Service Division. Provides services to engineer and operate the City's local and wide area networks. This includes managing and supporting all of the communications devices and services along with the software required to provide these networks. Other services provided and supported include e-mail, Internet access, remote network access, application-specific server operation, desktop user support, hardware and software standards, and centralized purchasing of the City's personal computers.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions	8	8	8	8	9
Total FTE Positions	8	8	8	8	9
Salaries	\$408,295	\$431,374	\$431,374	\$431,184	\$478,806
Employee Benefits	116,131	115,983	115,983	120,541	134,301
Contractual Services					
Maintenance and Repair	1,304	27,000	40,760	88,800	88,800
Professional Services	21,125	5,000	0	0	0
Advertising and Public Relations Services	0	0	0	400	400
Miscellaneous Contractual Services	111,067	100,000	100,000	17,000	17,000
Internal Services					
Fleet Services	1,139	956	956	988	988
Other Charges					
Supplies and Materials	7,170	18,800	38,376	23,500	23,500
Travel and Training	25,114	30,500	30,550	30,500	30,500
Telecommunications	35,199	69,950	69,950	74,614	74,614
Postage and Mailing	90	500	500	225	225
Dues & Memberships	0	500	500	1,100	1,100
Capital Outlay	50,528	17,000	0	0	0
TOTAL	\$777,162	\$817,563	\$828,949	\$788,852	\$850,234
Less Revenues from Schools Fund	(\$85,152)	(\$85,152)	(\$85,152)	(\$86,082)	(\$86,082)
TOTAL CITY COST	\$692,010	\$732,411	\$743,797	\$702,770	\$764,152



Information Technology – Network Services Division Budget Description

The Proposed FY 2004 Information Technology – Network Services Division budget of \$788,852 represents a 3.51% decrease of \$28,711 as compared to the Adopted FY 2003 budget of \$817,563.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ Reduction in software maintenance costs achieved through elimination of selected software.
- ◆ Reduction in network equipment costs achieved through replacement of infrastructure and aging equipment.

The department requested \$795,435.

Major items requested not proposed for funding include:

- ◆ \$304 reduction for Books/Subscriptions based on prior year spending.
- ◆ \$2,000 reduction in airfare expenses based on prior year spending.
- ◆ \$4,000 in Training based on prior year spending.
- ◆ \$279 reduction in Postage based on prior year spending.

The Proposed FY 2004 Information Technology – Network Services Division budget was adopted with the following changes:

- ◆ \$10,420 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.
- ◆ \$50,962 increase in Salaries and Benefits reflecting the re-assignment of a Systems Analyst Programmer II position from the Fire Department to the Information Technology – Application Services Division.



Information Technology – Personal Computer Replacement Budget. Provides the funding for annual replacement of the City's standard office desktop computers. Replacements are made every 3 years.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
<i>Other Charges</i>					
Supplies and Materials	\$0	\$0	\$233,677	\$226,000	\$226,000
<i>Capital Outlay</i>	142,950	226,000	0	0	0
TOTAL	\$142,950	\$226,000	\$233,677	\$226,000	\$226,000

Budget Description

The Adopted FY 2004 Information Technology – Personal Computer Replacement budget of \$226,000 represents no change from the Adopted FY 2003. Changes in line item are the result of new Chart of Accounts.

The department requested \$226,000.

All items requested are proposed for funding.

The Proposed FY 2004 Information Technology – Personal Computer Replacement budget was adopted without changes.



Information Technology – I. T. Projects Budget. The I.T. Projects budget provides the funding for large projects that are either new initiatives or system replacements. Established for better accounting of major City information technology projects. The following projects are scheduled for FY 2004:

Imaging System. Implementation of an imaging system in the City Attorney Office, Human Resources and Fire Departments.

Remote Devices for Inspections. Implementation of a system that will enable City Building Inspectors to access and update inspections-related data remotely.

Personal Property Tax System Replacement. A project to replace the in-house developed Personal Property Tax System with a commercial off-the-shelf product.

Work Management System. The first of two phases of work to replace the Work Management System in Public Works. The project will benefit all Public Works Divisions including Utilities, Waste Management, Streets, Engineering and Buildings & Grounds. The cost for this project is shared equally between the General Fund, Water Fund, Sewer Fund and Solid Waste Management Fund.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Maintenance and Repair	0	0	0	12,200	12,200
Miscellaneous Contractual Services	0	0	0	134,100	134,100
Other Charges	0	0	0		
Supplies and Materials	0	0	0	36,000	36,000
Rentals and Leases	0	0	0	2,400	2,400
TOTAL	\$0	\$0	\$0	\$184,700	\$184,700

Budget Description

The Adopted FY 2004 Information Technology – Projects budget of \$184,700 represents a 100% from the Adopted FY 2003.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ The introduction of this budget to better account for major City information technology projects.

The department requested \$312,944.

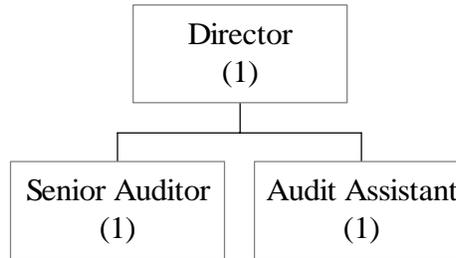
Major items requested not proposed for funding include:

- ◆ \$128,244 reduction in the imaging project.

The Proposed FY 2004 Information Technology – Projects budget was adopted without changes.



Internal Audit





Internal Audit. Provides an independent cost and process evaluation of City programs and functions, as directed by the City Council and the City Manager, and audits or evaluates City finances, policy, and operations. Also manages the City's independent financial audit.

BUDGET SUMMARY

Table with 6 columns: Position Summary, Actual FY 2002, Adopted FY 2003, Amended FY 2003, Manager's Proposed FY 2004, Manager's Proposed FY 2004. Rows include City Funded Positions, Total FTE Positions, Salaries, Employee Benefits, Contractual Services, Internal Services, and Other Charges.

Budget Description

The Proposed FY 2004 Internal Audit budget of \$269,281 represents 0.94% decrease of \$2,545 as compared to the Adopted FY 2003 budget of \$271,826.

No significant changes were introduced in the Requested FY 2004 budget.

The department requested \$273,374.

Major items requested not proposed for funding include:

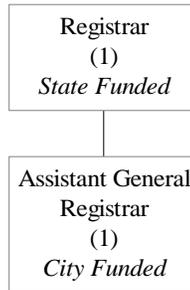
- ◆ \$140 reduction in Office Supplies based on historical costs.
◆ \$800 reduction in Books/Subscriptions based on historical costs.
◆ \$200 reduction in Mileage Reimbursement based on historical costs.
◆ \$2,953 reduction in Training based on historical costs.

The Proposed FY 2004 Internal Audit budget was adopted with the following changes:

- ◆ \$3,367 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.
◆ \$2,953 increase in Training.



Registrar and Electoral Board





Registrar and Electoral Board. A State mandated activity. Appointed by the Board of Elections, the Registrar maintains the active voter list, arranges facilities for voter registration and voting, and conducts elections. Two general elections are scheduled in FY 2004 including the November Election and the May Council Election.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	1	1	1	1	1
State Funded Positions	1	1	1	1	1
Total FTE Positions	2	2	2	2	2
Salaries	\$89,862	\$84,117	\$84,117	\$84,152	\$84,756
Employee Benefits	23,684	21,717	21,717	22,716	22,854
Contractual Services					
Advertising and Public Relations Services	286	750	750	500	500
Miscellaneous Contractual Services	1,635	2,500	2,500	2,500	2,500
Internal Services					
Copier Services	189	500	500	0	0
Other Charges					
Supplies and Materials	3,391	1,500	1,500	2,500	2,500
Travel and Training	8,875	1,300	1,300	100	100
Telecommunications	1,502	267	312	300	300
Postage and Mailing	5,112	4,000	4,000	4,000	4,000
Dues & Memberships	25	50	50	50	50
Board Remuneration	(808)	0	0	0	0
Other	345	500	688	0	0
Rentals and Leases	800	600	600	600	600
Capital Outlay	0	500	500	0	0
TOTAL	\$134,898	\$118,301	\$118,534	\$117,418	\$118,160
Less Revenues from the Commonwealth	(\$40,640)	(\$38,248)	(\$38,248)	(\$31,521)	(\$31,521)
TOTAL CITY COST	\$94,258	\$80,053	\$80,286	\$85,897	\$86,639

Budget Description

The Proposed FY 2004 Registrar budget of \$117,418 represents a 0.75% decrease of \$883 as compared to the Adopted FY 2003 budget of \$118,301.

No significant changes were introduced in the Requested FY2004 budget.

The department requested \$118,318.

Major items requested not proposed for funding include:

- ◆ \$900 reduction in Meals & Lodging based on historical costs.
- ◆ \$300 reduction in Training & Conferences based on historical costs.

Additional changes introduced in the Proposed FY 2004 budget include:

- ◆ \$300 for Telephone Services accidentally omitted in Requested FY 2004 budget.

The Proposed FY 2004 Registrar budget was adopted with the following changes.

- ◆ \$742 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Electoral Board. Consists of three members appointed by the Circuit Court Judge. Members are appointed for staggered three-year terms and are responsible for overseeing general and primary elections and ensuring the maintenance of the voting machines. The Electoral Board will also canvas the vote following an election to gather demographic data and other information pertinent to the election.

BUDGET SUMMARY

Table with 6 columns: Category, Actual FY 2002, Adopted FY 2003, Amended FY 2003, Manager's Proposed FY 2004, Adopted FY 2004. Rows include Contractual Services, Internal Services, Other Charges, Rentals and Leases, Capital Outlay, and TOTAL.

Budget Description

The Proposed FY 2004 Electoral Board budget of \$47,896 represents a 21.40% increase of \$10,250 as compared to the Adopted FY 2003 budget of \$37,646.

Significant changes introduced in the Requested FY2004 budget include:

- 8% reduction in locality reimbursement from the State Board of Elections. This represents a \$775.68 reduction in reimbursement for the Electoral Board stipend.

The department requested \$52,796.

Major items requested not proposed for funding include:

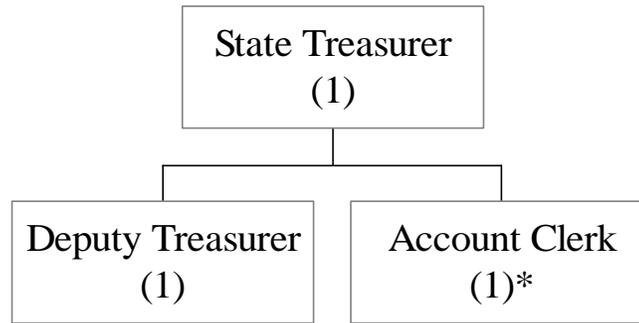
- \$1,500 reduction in Forms and Stationery based on historical costs.
\$400 reduction in Mileage Reimbursement based on historical costs.
\$2,550 reduction in Meals & Lodging based on historical costs.

The Proposed FY 2004 Electoral Board budget was adopted with the following changes:

- \$450 increase in Travel and Training.



State Treasurer



* Funding for this position deferred in FY 2004.



State Treasurer. A State Constitutional Office, housed by the City, elected by City residents, the State Treasurer pays jurors and collects State income tax, estimated State income tax, capital tax, and State license fees as well as issues State cigarette stamps.

BUDGET SUMMARY

Table with 6 columns: Position Summary, Actual FY 2002, Adopted FY 2003, Amended FY 2003, Manager's Proposed FY 2004, Adopted FY 2004. Rows include State Funded Positions, Total FTE Positions, Salaries, Employee Benefits, Other Charges (Supplies and Materials, Travel and Training, etc.), Rentals and Leases, Capital Outlay, and TOTAL.

Budget Description

The Proposed FY 2004 State Treasurer budget of \$121,112 represents a 16.37% decrease of \$23,700, as compared to the Adopted FY 2003 budget of \$144,812.

Significant changes introduced in the Requested FY 2004 budget include:

- Account Clerk III position not funded currently due to State budget cuts. Reduced salary amount will be transferred to wage and office expenses.

The department requested \$125,042.

Major items requested not proposed for funding include:

- \$200 reduction in Forms & Stationery based on historical costs.
\$700 reduction in Office Supplies based on historical costs.
\$200 reduction in Mileage Reimbursement based on historical costs.
\$100 reduction in Training & Conferences based on historical costs.
\$605 reduction in Telephone Services based on historical costs.
\$125 reduction in Dues & Memberships based on historical costs.
\$2,000 reduction in Minor Equipment/Tools based on historical costs.

The Proposed FY 2004 State Treasurer budget was adopted without changes.



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